TAKING CARE OF YOUR LAPTOP

The following are some suggestions for taking care of your laptop

**General Precautions**

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open, unless directed to do so and supervised by a teacher.
- Laptops should be shut down before moving them; this is intended to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels.
- Laptops must never be left in an unsafe place (exposed in a car, on a table at the mall or any unsupervised area).
- Students are responsible for keeping their laptop’s battery charged for school each day.
- Students may **NOT** use “skins” on the monitor cover in an effort to “personalize” their laptops. Laptop Serial Number sticker may not be covered or defaced.

**Carrying Laptops**

Protective cases should be provided with the laptop. This case will have sufficient padding to protect the laptop from damage under normal treatment and use. It is intended to provide a safe and suitable means for carrying the computer to and from home and also within the school premises. To protect your laptop computer the following guidelines should be adhered to as much as possible:

- Laptops should always be kept in its protective case when they are being carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- The laptop must be turned off before placing it in the carrying case to protect it from possible overheating and battery drain.

**Screen Care**

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Do not use abrasive materials or chemicals to clean laptop screens. Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the laptop against lockers, walls, car doors, floors, etc as it will easily damage the screen.

**USING YOUR LAPTOP AT SCHOOL**

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules may be accessed using the laptop computer. Students must
bring their laptop to all classes, unless specifically instructed not to do so by their teacher. It is intended that the laptops will eventually be used in all subject areas.

**Charging Your Laptop’s Battery**

Laptops must be brought to school each day in a fully charged condition. To accomplish this goal students will need to charge their laptops each evening after school or morning before school to ensure that there is enough power to start the school day.

In cases where continuous use of the laptop has caused its battery to become discharged, students may be able to connect their computers to a power outlet in the classroom to facilitate a charge.

**Screensavers**

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used and forgotten, students may be responsible for the cost of replacement hardware if it becomes necessary.

**Sound, Music, Games, or Programs**

- Sound must be muted at all times when the computer is in use in the classroom unless instructed differently by the teacher for instructional purposes.
- Do not save any music, games, or personal programs to the hard drive. All software installed on the laptop will be provided by the MOE. If it becomes necessary to run a program or store personal files it is advisable to do so on an external sources (Jump/USB drives). The laptops will have the necessary ports to allow for the connection of these types of devices. Please note, if personal data is stored on the laptop there will be no guarantee that this data will be backed up in case a re-imaging of the system is required.

**Printing and Printing Services**

If a student has access to a printer at their home they will be allowed to install this printer to their school laptop.

**Home Internet Access**

Students will be allowed to connect their laptops to their home Internet services. Hardware for the use of high speed services using wired or wireless networks are available on the laptop.

**MANAGING YOUR FILES & SAVING YOUR WORK**

Students should also backup all of their work at least once each week using removable file storage. Removable memory sticks can be purchased at local retailer.

It is the student’s responsibility to ensure that their work is not lost due to mechanical failure or accidental deletion.
SOFTWARE PROVIDED ON LAPTOPS

Originally Installed Software

All the software provided on the laptop computer will be installed and configured by the computer manufacturer under the direction of the Ministry of Education. The software titles will include educational programs together with Utility type programs designed to protect the computer from software attacks. All software provided on the laptop is intended for use in both the school and home environment. The un-installation of any of the provided software is strictly prohibited.

From time to time the school may need to add additional software applications on the laptop for use in a particular course. Whenever these titles are added, they may not be un-installed by the student without the permission of the teacher. In some instances the license for these software titles may require that the software be deleted from laptops at the completion of the course; if this is the case students will be advised accordingly.

Virus Protection

The laptops provide to the students will be delivered with an Internet Security Suite intended to protect the user computer from Computer Viruses, Spyware, Adware, Malware, Trojan Horses, etc. This software will scan the hard drive for known security issues during boot up, the opening of emails, the connection of external devices to view data and or media files.

Inspection of Laptops

Students may be selected at random to provide their laptop to school personnel for inspection to ensure conformity to policy and guidelines.

Procedure for re-loading software

If technical difficulties occur with the laptop which requires a restoration of the system, a technician will only copy all files in located in the “My Documents” folder on the desktop and the Laptop will be restored to its original condition and only files located in the “My Documents” folder will be restored.

ACCEPTABLE USE

The Ministry of Education is pleased to offer access to laptop computers to students in Form 1 of the Secondary School system to assist them with the infusion of ICT into the schools curriculum. These laptops will be loaded with the necessary software required for classroom instruction and also links to access to electronic mail (e-mail), and educational content on the Web.

RESPONSIBILITIES

Parent/Guardian Responsibilities

- Educating their children in responsible internet use and online awareness. It will be the responsibility of a parent or guardian to talk to their child or children about Social values and the standards that they should follow on the use of the Internet.
- Monitoring the activities their children engage in while surfing the web or accessing Social Networking sites.
- Blocking content they find to be inappropriate to their children.
- Talking to their children about keeping the school laptop safe from theft and how to handle situations when confronted.
• Enabling parental controls on their laptops to protect their children when they are not being supervised.

School Responsibilities

• Provide Educational content to students to be used at school.
• Provide Educational links to aid students.
• Provide Internet and Email access to its students for school usage.
• Provide Internet Blocking of inappropriate materials.
• Provide technical support to aid students in their use of the computer.
• Provide network data storage areas.
• Investigate inappropriate use of the resource.
• Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

Students Responsibilities

• Using computers in a responsible and ethical manner.
• Obeying general school rules concerning behavior and communication that apply to computer use.
• Using all technology resources in an appropriate manner so as to not damage school equipment.
• Helping MOE protect their computer system by contacting an administrator about any security problems they may encounter.
• Monitoring all activity on their account(s).
• Students should always log off the computer after they are done working to protect their accounts and files. If a student does not log off, any email or Internet activity under their name will be considered their responsibility.
• If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the school.

Student Activities Strictly Prohibited

• Illegal installation or transmission of copyrighted materials
• Any action that violates existing School Code of Conduct.
• Cyber Bullying
• Use of outside data disks without prior approval from the computer tech
• Changing of computer settings.
• Spamming-Sending mass or inappropriate emails.
• Gaining access to other student's accounts, files, and/or data.
• Password sharing.
• Use of the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity
• Use of anonymous and/or false communications.
• Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
• Vandalism of school equipment.
• Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.